



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
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MICHAEL D. ANTONOVICH  
Fifth District

June 16, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AMENDMENT NO. 1 TO SUBLEASE NO. 74194  
DEPARTMENT OF COMMUNITY AND SENIOR SERVICES  
12700 AVALON BOULEVARD, LOS ANGELES  
(SECOND) (3 VOTES)**

**SUBJECT**

This is a recommendation to approve and execute an amendment to the existing sublease decreasing the amount of office space currently occupied by Sub-Lessee, the State of California (State), by a total of 2,275 square feet from 8,228 to 5,953 square feet together with the corresponding reduction of rent payment.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the proposed sublease amendment is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Class 1 Section r of the revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines (Existing Facilities).

*"To Enrich Lives Through Effective And Caring Service"*

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2. Approve and instruct the Chairman to sign Amendment No. 1 to Sublease No. 74194 with the State, through its representative, the Department of General Services, decreasing the amount of office space currently occupied from 8,228 to 5,953 square feet (a total of 2,275 square feet) with a corresponding reduction in the amount of monthly rent currently paid from \$16,356 to \$11,833 until November 30, 2009 and thereafter adjusted accordingly over the remaining term of the sublease at the County leased building located at 12700 Avalon Boulevard, Los Angeles.
3. Authorize the Chief Executive Office (CEO) and the Department of Community and Senior Services (DCSS) to implement the project. The Amendment will become effective on July 1, 2009.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

In connection with DCSS' creation of a community resource center to serve a specific geographic area with a demonstrated need for employment enhancement and career counseling, on October 29, 2002, your Board approved a sublease with the State for a 8,228 square foot portion of a County leased building (24,706 total square feet) located at 12700 Avalon Boulevard, Los Angeles. The State's presence represents approximately 33 percent of the building's occupancy and the rent received has helped offset the County's total operating costs for the project.

As DCSS' operating partners in this project, the State's Employment Development Department (EDD) together with the Los Angeles Urban League (UL) created the commonly referred to "One Stop Center" identifying and providing opportunities for employment and training services. EDD also provided services related to the initiation and ongoing processing of unemployment claims.

While being able to secure funding for this project over the past six years, the severe economic downturn has affected the State's continued ability to provide full financial support for such programs. The State has indicated that the current budget deficit has resulted in permanent funding reduction which necessitates its request for this amendment to decrease the total amount of office space occupied from 8,228 to 5,953 square feet.



DCSS will be responsible for the lease costs associated with this 2,275 square feet until the space can be backfilled by another County department or partner. DCSS has indicated that they have already identified their program to backfill a significant portion of the vacated office space. As for the remaining vacated space, estimated to be about 563 square feet, the CEO will work with DCSS to backfill that space with other County programs or alternatively seek out other compatible partners/subtenants.

Pursuant to required procedure, the amendment has been drafted using the State's standard form. Additionally, the State has requested that the amendment be executed by the County first.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs that we provide operational effectiveness (Goal 1) to maximize the effectiveness of the County's process, structure, and operations in support of timely delivery of efficient customer-oriented public services. This project supports this goal by adhering to the objectives established by DCSS and those prescribed by the Federal Government governing the use of grant funding and other resources in the delivery of employment and training related services to County constituents.

### **FISCAL IMPACT/FINANCING**

Ultimately, the proposed decrease in space will affect the amount of revenue being applied directly to the Rent Expense budget while increasing DCSS rent obligation for the subject facility. As referenced earlier, this will result in an approximate loss of revenue in the average amount of \$54,000 per year (\$4,500.00 per month) over the remaining term of the sublease. The Master Lease is due to expire on November 30, 2012, and the Sublease is coterminous with the Master Lease.

DCSS has confirmed that it will be able to continue to pay the rent obligation for the subject facility despite the decrease in the amount of offset rent applied thereto.



### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On September 4, 2001, your Board approved the leasing of an entire 24,706 square foot office building located at 12700 Avalon Boulevard, Los Angeles, for DCSS to establish a community resource center to implement employment training, employment opportunities, and unemployment claims services serving the greater Willowbrook area. Pursuant to an arrangement with DCSS' operating partners, the One Stop Center was initially staffed by 31 EDD employees and the UL, together with its participating partners, provided another 51 employees.

To affirm its participation in the One Stop Center project, the State formalized occupancy of its 8,228 square feet portion of the facility through a sublease agreement which was approved by your Board on October 29, 2002. The annual income realized from the sublease agreement helped to offset the County's total operating costs for the project with the remaining costs offset through various sources of grant funding.

The recent economic downturn and State budget deficit has resulted in cutbacks to the funding sources used to secure EDD's participation at the One Stop Center. In light of this uncertain fiscal future, the State has requested that the Sublease be amended to decrease the total amount of office space currently occupied by a total of 2,278 square feet.

Since the terms of the Sublease do not provide the State with any right to decrease only a portion of the total amount of office space square footage originally leased, both the County and State must mutually agree to the decrease of space and rent by a supplemental agreement. Thus, the State has requested that the County consider and approve the proposed amendment.

County Counsel has reviewed the Amendment in connection with this transaction and has approved it as to form. DCSS has reviewed and concurs with the recommended action.

### **ENVIRONMENTAL DOCUMENTATION**

This project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Class 1 Section r of the revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines (Existing Facilities).



The Honorable Board of Supervisors  
June 16, 2009  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed action will have no impact on any current County services or any other planned or approved project.

**CONCLUSION**

It is requested that the Executive Officer, Board of Supervisors return five executed sublease amendments, two certified copies of the Minute Order, and the adopted, stamped Board letter to the CEO, Real Estate Division at 222 South Hill Street, 4<sup>th</sup> Floor, Los Angeles, CA 90012 for further execution and processing.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DL:WLD  
CM:RL:kb

Attachments

c: Department of Community and Senior Services  
County Counsel

12700AvalonBlvd:I



**ORIGINAL**

AMENDMENT TO SUBLEASE    AMENDMENT NO.    ONE  
FILE NO.    1331-002  
PROJECT NO.    121827

THIS AMENDMENT TO SUBLEASE, dated this 16th day of June 2009 (for reference purposes only), by and between the County of Los Angeles, hereinafter called Sublessor, and the State of California acting by and through the Director of the Department of General Services, hereinafter called the State.

**WITNESSETH:**

WHEREAS, under sublease dated February 5, 2002, the State hires from Sublessor certain premises located at 12700 Avalon Blvd., Los Angeles; and

WHEREAS, the parties hereto desire to amend said sublease to (1) reduce space; and (2) decrease the amount of monthly rental accordingly.

NOW THEREFORE, it is mutually agreed between the parties hereto as follows:

1. Effective July 1, 2009, the description as provided in Paragraph 1 of said sublease is amended to decrease the office space by 2,275 net square feet, from 8,228 square feet to a new total of approximately 5,953 net square feet, on the ground floor, as outlined in red and green on the attached Exhibit "D", consisting of one sheet, titled "Office Quarters Collocation Project", project number 121827, dated October 16, 2007. Said Exhibit "D" hereby being incorporated into this sublease.

2. Effective July 1, 2009, the monthly rent schedule as shown in Paragraph 4 of said sublease is deleted and the following rent schedule is substituted in its place:

ELEVEN THOUSAND EIGHT HUNDRED THIRTY-THREE AND 00/100 DOLLARS  
(\$11,833.00) From July 1, 2009 through November 30, 2009; then

TWELVE THOUSAND TWO HUNDRED FOUR AND 00/100 DOLLARS  
(\$12,204.00) From December 1, 2009 through November 30, 2010; then

ELEVEN THOUSAND EIGHT HUNDRED SEVENTY AND 00/100 DOLLARS  
(\$11,870.00) From December 1, 2010 through November 30, 2011; then

TWELVE THOUSAND NINE HUNDRED SEVENTY-EIGHT AND 00/100 DOLLARS  
(\$12,978.00) From December 1, 2011 through November 30, 2012; and thereafter





Except as amended herein, all the terms of said sublease hereinabove referred to shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, this Amendment to Sublease has been executed by the parties hereto on the date first above written.

STATE OF CALIFORNIA

Approval Recommended:

DEPARTMENT OF GENERAL SERVICES  
REAL ESTATE SERVICES DIVISION  
PROFESSIONAL SERVICES BRANCH

By \_\_\_\_\_  
JIM MCNEARNEY  
Associate Real Estate Officer

Date \_\_\_\_\_

APPROVED:

DIRECTOR OF THE DEPARTMENT  
OF GENERAL SERVICES

By \_\_\_\_\_  
DOUGLAS C. SKEWES, Leasing Manager

Date \_\_\_\_\_

**[Lessee/Sublessor signatures on the following page.]**



**LESSEE/SUBLESSOR:**

**COUNTY OF LOS ANGELES**  
a body politic and corporate

By:

Name: DON KNABE  
Its: Chairman, Board of Supervisors

ATTEST:  
SACHI A. HAMAI  
Executive Officer-Clerk of the Board of  
Supervisors

By:

Deputy

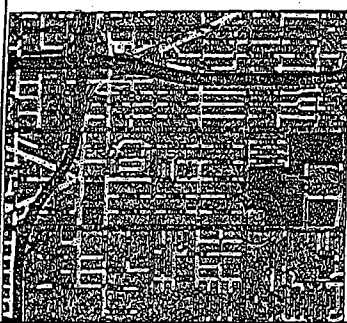
APPROVED AS TO FORM:

ROBERT KALUNIAN  
Acting County Counsel

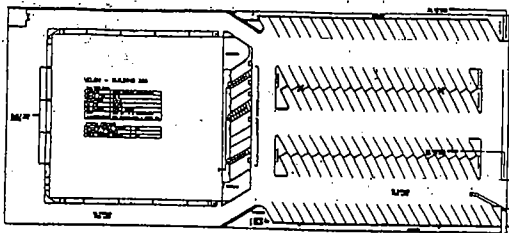
By:

  
Senior Deputy County Counsel

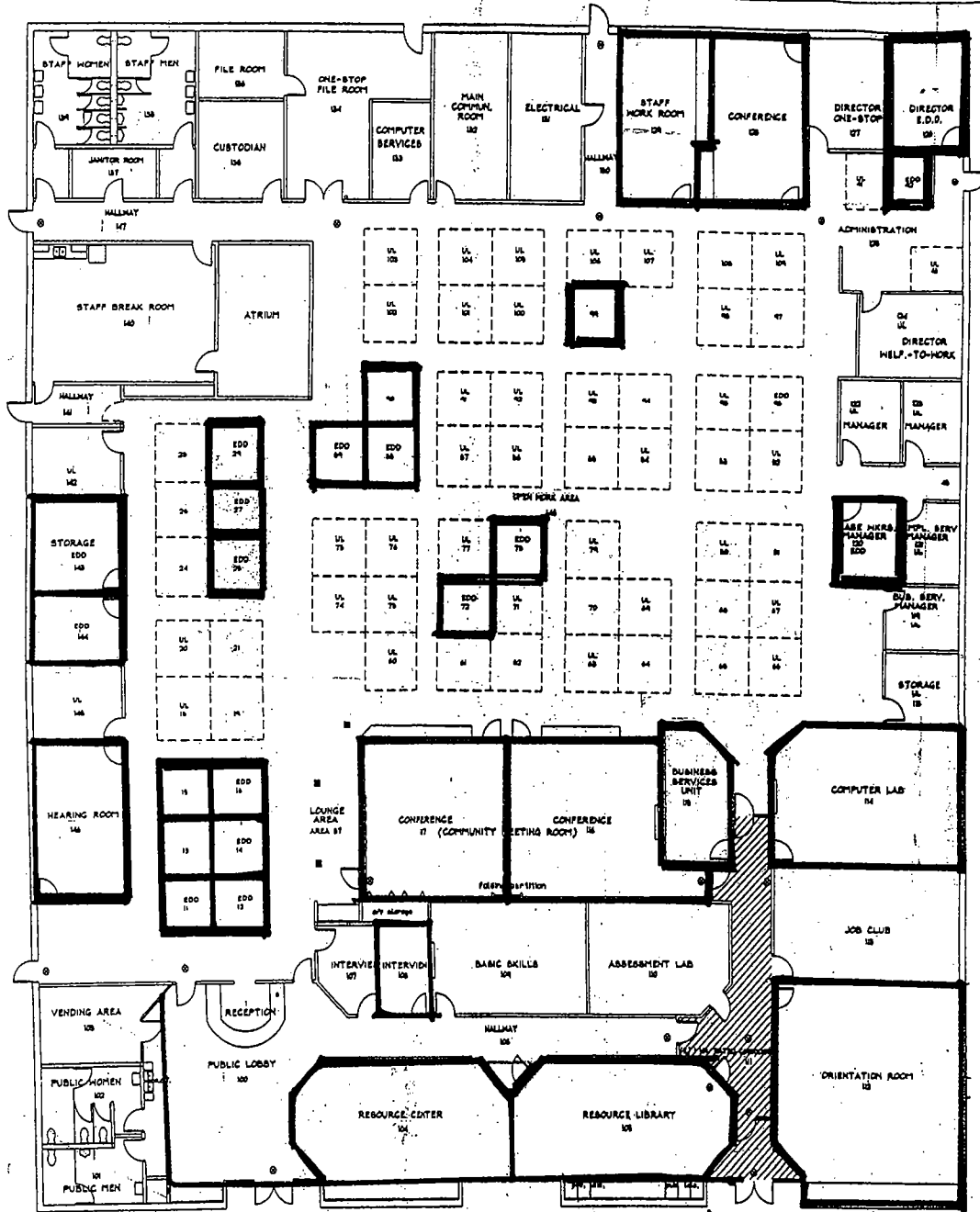




LOCATION MAP  
NOT TO SCALE



SITE PLAN  
NOT TO SCALE



FLOOR PLAN

EDD Exclusive Leased Area  
Shared Leased Area





## GENERAL NOTES:

- ALL WORK SHOWN SHALL COMPLY WITH LEASE DOCUMENTS "B" AND "C" DATED JANUARY 28, 2002, AND CONFORM TO THE CALIFORNIA BUILDING STANDARDS CODE (CBC), AMERICAN WITH DISABILITY ACT (ADA) INCLUDING TITLE II, UNIFORM BUILDING CODE, STATE AND CITY FIRE MARSHAL REGULATIONS, LOCAL ZONING, BUILDING CODES, ORDINANCES AND ALL OTHER APPLICABLE CODES AND REGULATIONS.
- IF THE STATE HAS ELECTED NOT TO REQUIRE ACCESSIBILITY COMPLIANCE FULLY OR EXTEND THE TIME FRAME FOR COMPLIANCE AS SET FORTH IN THE LEASE DOCUMENTS, IT DOES NOT RELIEVE THE LEASOR OF THE RESPONSIBILITY TO COMPLY WITH LOCAL AUTHORITIES HAVING JURISDICTION, FEDERAL ADA LAWS, STATE CBC OR OTHER APPLICABLE CODES AND REGULATIONS. READ HAS NOT SUPERSED THE RESPONSIBILITIES IMPOSED BY ANY ENFORCING AGENCIES. THIS NOTE APPLIES TO THE SITE IMPROVEMENTS INCLUDING BUT NOT LIMITED TO SIDEWALKS, CURBS, PATH OF TRAVEL, FROM PUBLIC WAY TO BUILDING ENTRY, PEDESTAL ENTRY TO TENANT SPACE INCLUDING RESTROOMS SERVING BUYS OF LEASED PREMISES, PARKING, ELEVATORS AND OTHER PORTIONS OF THE BUILDING THAT SERVICE USE OF STATE LEASED PREMISES.
- LEASOR'S CONTRACTOR OR PROJECT MANAGER SHALL CONTACT THE STATE FIRE MARSHAL AT THE BEGINNING OF THIS PROJECT FOR INSPECTION PROCEDURES. TEL: (916) 486-4844.
- TO PREVENT CODE CONFLICTS AND INTERPRETATION ISSUES DURING THE PERMITTING PROCESS AND AT CRITICAL STAGES OF THE PROJECT, SCHEDULE, LEASOR/ARCHITECT SHALL CONDUCT A COORDINATION OF THE PROJECT PRELIMINARY PLANS WITH THE LOCAL AUTHORITIES.
- NEW HALL CONSTRUCTION SHALL BE CONSISTENT WITH EXISTING BUILDING TYPE CONSTRUCTION.
- THESE EXISTING DIMENSIONS ARE DESIGN DEVELOPMENT DIMENSIONS ONLY. THE LEASOR SHALL BE SOLELY RESPONSIBLE FOR PROVIDING ANY AND ALL REQUIRED CONSTRUCTION DOCUMENTS AND CALCULATIONS NECESSARY TO OBTAIN A BUILDING PERMIT AND TO CONSTRUCT THE IMPROVEMENTS SHOWN. THE INTENT OF THE LEASE DOCUMENTS IS TO COVER ALL ITEMS NECESSARY TO HAVE THE FACILITY COMPLY AND OPERATIVE. LEASOR SHALL FIELD VISUAL THE EXISTING CONDITIONS AND NOTIFY THE STATE OF ANY DISCREPANCIES PRIOR TO THE PREPARATION OF THE WORKING DRAWINGS.
- NO CHANGES, MODIFICATIONS OR SUBSTITUTIONS SHALL BE MADE TO THE PERMITS AS SHOWN EXCEPT WITH THE PRIOR WRITTEN APPROVAL OF THE READ PLANNER.
- ANY CHANGE ORDERS SHALL BE SUBMITTED TO AND APPROVED BY READ IN WRITING BEFORE BEGINNING CONSTRUCTION.
- DEVELOPMENT OF EXISTING PARTITIONS MAY NOT HAVE BEEN SHOWN ON THIS PLAN. LEASOR SHALL COMPLETE ALL DEVELOPMENT REQUIRED TO CONSTRUCT THE TENANT IMPROVEMENTS AS SHOWN AND APPROVED. ALL ALTERATION WORK SHALL BE PATCHED, REPAIRED, OR REPLACED IN LIKE KIND AND VALUE. THEREAFTER NOTED, UPON COMPLETION OF THE PROJECT, THERE SHALL BE NO VISIBLE DIFFERENCES BETWEEN THE NEW WORK AND THE EXISTING CONDITIONS.
- PRIOR TO CONSTRUCTION, SAMPLES OF THE PROPOSED FINISHES SUCH AS PAINT, CARPET, TILE, ETC. SHALL BE SUBMITTED TO THE ALSO PLANNER FOR REVIEW / SELECTION AND APPROVAL. ALL LEASOR PROVIDED SHALL BE CARRIED EXCEPT THOSE AREAS INDICATED OTHERWISE.
- REPLACE ALL DAMAGED OR DISCOLORED CEILING TILES WHERE EXISTING CEILING TILES ARE REQUIRED. RELOCATE TILES AS NECESSARY TO PROVIDE A UNIFORM APPEARANCE IN EACH SPACE ON EACH FLOOR EXCEPT WHERE SHOWN OTHERWISE. PATCH, REPAIR, REPAIR AND/OR REPLACE EXISTING COMPONENTS TO PROVIDE FOR A NEW APPEARANCE THROUGHOUT.

## EDD LEASED AREA CALCULATIONS

SACRED BLVD. FLOOR AREA						SACRED AREA MULTIPLIERS	
ROOM NO.	ROOM NAME	AREA SQ. FT.	EDD AREA SQ. FT.	EDD AREA SQ. FT.	EDD AREA SQ. FT.	EDD AREA SQ. FT.	EDD AREA SQ. FT.
100	PUBLIC LOBBY	200.00	200.00	200.00	200.00	200.00	200.00
101	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
102	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
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220	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
221	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
222	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
223	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
224	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
225	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
226	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
227	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
228	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
229	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
230	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
231	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
232	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
233	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
234	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
235	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
236	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
237	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
238	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
239	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
240	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
241	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
242	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
243	RECEPTION	100.00	100.00	100.00	100.00	100.00	100.00
244							